

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

|    |   |                       |            |
|----|---|-----------------------|------------|
| I. | <u>Position Title:</u> Public Utilities Inspector | <u>Revision Date:</u> | 05/17      |
|    |   | <u>EEO Category:</u>  | Technician |
|    |   | <u>Status:</u>        | Non-Exempt |
|    |   | <u>Control No:</u>    | 30550      |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Engineering Manager, performs inspections of additions and modifications to the Sandy City water, streetlight, irrigation and storm drain systems (utility systems) to meet the Department engineering, operational and maintenance standards.

III. Essential Duties:

- Inspects all additions and modifications to Sandy City utility systems and ensures improvements are constructed as outlined in plans and specifications.
- Prepares punch list of incomplete work or deficiencies in work.
- Conducts detailed inspections for bond releases.
- Receives calls from citizens, contractors, developers, business owners and other government agencies regarding utility systems, City specifications and requirements, etc.
- Prepares written correspondence as required.
- Assists in updates to City utility system specifications to ensure the quality and integrity of City utility systems.
- Works with engineers to coordinate the scheduling and mechanical layout of utility systems.
- Provides input to other City employees regarding capital improvement projects as related to the City's utility systems.
- Ensures that additions and modifications to utility systems are correctly reflected on City maps.
- Inspects development projects for certificates of occupancy.
- Works with City utility crews when locating and repairing utility facilities.
- Attends safety and other training courses as required.
- Performs and coordinates utility system shutdowns for contractors and other customers working on or around City utility systems, including locating, cleaning and operating water main valves, storm drain grates, etc.
- Promotes and enforces Utah Pollution Discharge Elimination System (UPDES) and Sandy City regulations including surface water and ground water pollution prevention and abatement measures.
- Issues notices, warning tickets and citations to violators.

IV. Marginal Duties:

- Assists water crews with emergency system shutdowns.
- Assists in blue stakes responsibilities, when required.
- Responds to citizen complaints and inquiries pertaining to City utility operations.
- Analyzes and reviews water testing data.
- Performs other duties as assigned.

V. Qualifications:

**Education:** Requires a high school diploma or equivalent. One year of technical training in engineering, construction management or equipment operation, or one year of closely related work experience may be substituted.

**Experience:** Requires two years of closely related experience in the construction of culinary water, drainage and street light systems including progressively increasing responsibilities and supervision; may substitute any equivalent combination of education or experience.

**Certifications/Licenses:** Must have a valid Utah driver's license. Must obtain Utah Water Distribution Grade IV Operator's Certification and become a Registered Stormwater Inspector (RSI) within one year of hire.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Principles of maintenance and construction of water storm drain, UPDES regulations, street light and irrigation systems, including pipe laying procedures and operations; State of Utah Safe Drinking Water laws and requirements; water hydraulics; and the use of tools, equipment, methods, and materials for work activities; safe work practices and how to read engineered construction drawings, specifications and details.

**Responsibility for:** Inspection of utility capital improvement projects and development projects; making decisions which affect the activities of others; great responsibility for the care, condition and use of materials, tools and equipment.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people.

**Tool, Machine, Equipment Operation:** Regular use of a telephone, copy machine, fax machine, computer (word processing and spread sheets), calculator, city vehicle, metal detector, utility line detector and valve key.

**Analytical Ability:** Coordinate and direct a variety of major construction and maintenance programs related to City utility projects; communicate effectively verbally and in writing; prioritize tasks; establish effective working relationships with employees and the public; work requires the exercise of independent judgment and discretion; work requires supervision.

VI. Working Conditions:

*Physical Demands:* Frequent climbing, balancing, walking, bending, kneeling and stooping; moderate lifting of heavy objects such as manhole lids, entry into confined spaces such as meter boxes and manholes are required. Willingness to follow all safe working conditions and procedures is required.

*Work Environment:* Great mental effort is required daily. A great amount of pressure and fatigue is present during an average work day. There is moderate exposure to overtime with some weekend work required. Constant exposure to deadlines along with field work and exposure to noise, dust, all types of weather conditions, and traffic and construction site hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_